



# New Hire Orientation

**Presented by: Career Management  
Naval Acquisition Career Center  
Mechanicsburg, PA**



# Agenda

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- **Background**
- **What's covered?**
- **Looking Ahead**
- **What can you do to help?**



# Background

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- New hire orientation used to be handled once a year at the “Annual Intern Conference”
- Events slowly morphed from new employee events, to CAPSTONE events for NADP’s preparing to graduate
- After 2011 the process to plan and execute a large event became more difficult, requiring OSD cost estimates and DON/AA level approval of the event. 2016 was the last large event
- 2017 saw some smaller events hosted at the Navy Yard, Patuxent River, Quantico, etc.



# Background





# What's Covered?



- Early 2018 we decided to take the show on the road and plan events for new hires at various fleet locations
- Target audience – 30-90 days in the program, NLT 180 days onboard
- Topics covered include:
  - HRO brief provided by local HR shop
  - Training requests/Open Season
  - Development Plans
  - eDACM/DAWIA
  - DTS/Travel
  - Promotions
  - Administrative Processes







# ***Looking Ahead***

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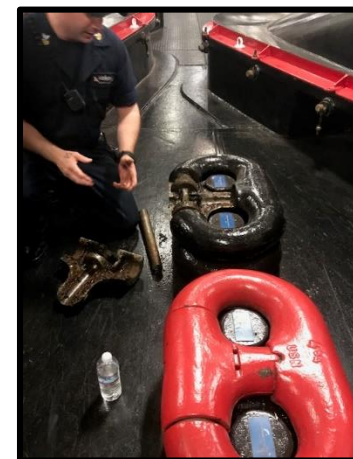


- **May 2018 – Patuxent River 77 employees – tours of facilities on the Naval Air Station**
- **July 2018 – Silverdale, WA – 61 employees – tours of Trident Training Facility, SSBN, and CVN**
- **Sep 2018 – Groton Sub Base – final stages of planning**
- **Nov 2018 – NB Norfolk – planning**
- **Dec 2018 – NAS Jacksonville – planning**

***Two-year schedule being developed***



# Looking Ahead



## Tours





# ***What can you do to help?***

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- **Get employee set up in DTS as soon as possible**
- **Have them apply for the GTCC immediately**
- **When the invite goes out, help your employee make their plans, this will be the first time traveling/using DTS for most all**





# ***What can you do to help?***



- **Host an event!**

- ***Meeting space – seats for about 70-80, projection capability, internet preferred***
- ***Tours & Transportation – Long pole in the tent for orientations***
- ***HR Brief – local HR shop “experts” provides benefits and other information***





# Questions?

